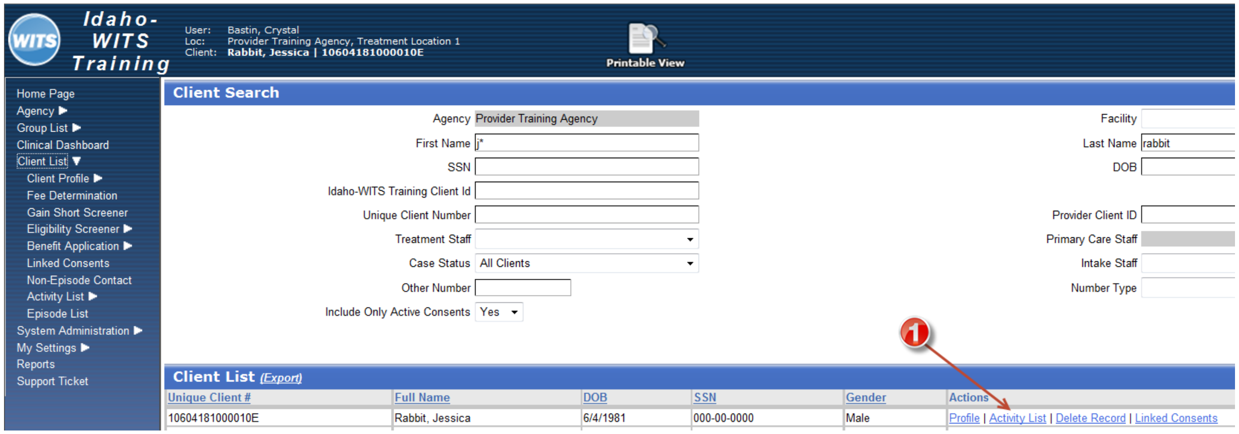
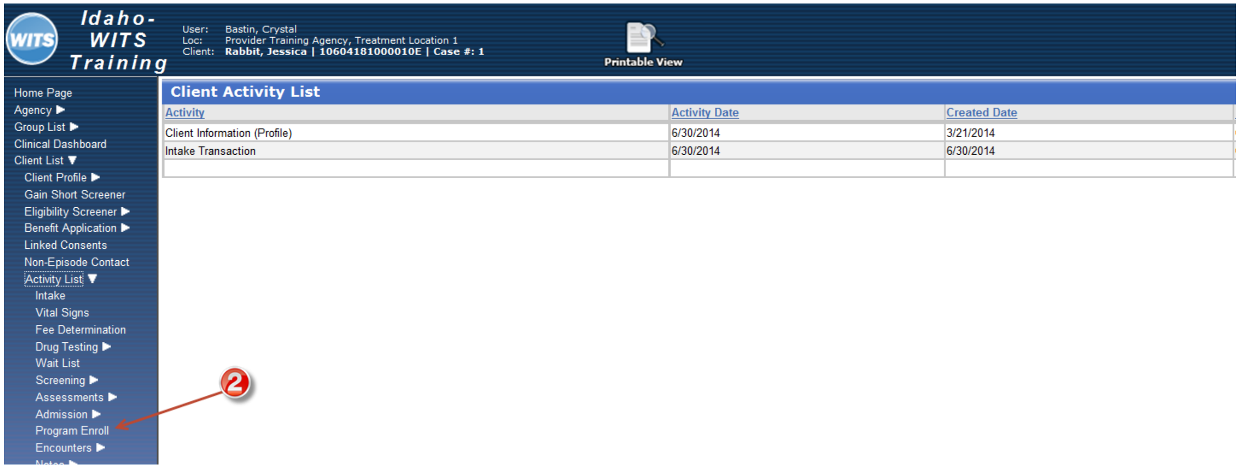
Creating a Medicaid/OPTUM Program Enrollment

This guidance is to set up the Program Enrollment, which will enable you to release encounters.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Client List** and search for your client. Select **Activity List**.

2. Select **Program Enrollment** from the navigation pane.





3. Select **Add Enrollment**.

4. Select Adult Medicaid or Adolescent Medicaid for the **Program Name** and complete the other yellow fields.

5. Select **Finish**.